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## The Academic Policies Committee Minutes of the Academic Senate 2017-12-01

University of Dayton. Academic Policies Committee

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# ACADEMIC POLICIES COMMITTEE

ACADEMIC SENATE  
UNIVERSITY OF DAYTON  
2017-2018

## MEETING MINUTES

**Approved: 12/15/17**

FRIDAY, DECEMBER 1, 2017

11:00AM-12:00 AM SM113A

Chair: **Anne Crecelius**

Members: **Lee Dixon, Jim Dunne, Jason Pierce, Bill Trollinger, Shuang-ye Wu, Philip Appiah-Kubi, John Mittelstaedt, Deb Bickford (ex-officio), Joe Valenzano**

Guest: **Jennifer Creech**

1. Minutes from 11/17/17 were approved without changes.
2. Discussion with Registrar (Jennifer Creech) regarding undergraduate certificates was had.
  - a. Gainful Employment and Title IV Legislation
    - i. Educational institutions are required to show that credentials can advance career of students who enter. Administratively, the registrar handles the tracking of non-degree students to whom this might apply.
    - ii. J. Creech will follow-up on these topics with her office.
  - b. Course Inventory Management System (CIM) and Workflow Issues
    - i. J. Creech discussed that the Registrar's office is notified of potential certificate programs when they are entered in CIM and this is the system from which the catalog, websites, degreeworks, admissions, etc come from. Thus, the earlier in the approval process that CIM entry can happen, the better from the perspective of the office of the Registrar.
      1. The entry fields in CIM for certificates could and should be modified based on any changes to the approval process.
      2. Brad Balser is the main point of contact for these requests.
3. A. Crecelius reviewed the memo from Janet Bednarek, chair of CAS AAC and corresponding meeting. The AAC exhibited concern to A. Crecelius and J. Valenzano of the workload regarding "approval" of undergraduate certificates rather than "consultation".
4. Discussion regarding the review process of undergraduate certificates was then discussed.
  - a. The need for a subcommittee of APC to review undergraduate certificates was discussed. This approach was discussed relative to having academic units lead the approval and continued review process.
  - b. The need to reach a conclusion (consensus or not) regarding this issue, given the heavy workload of upcoming issues was reinforced.
  - c. A. Crecelius will draft language of how a subcommittee could handle review and this will be considered with the existing revised policy the committee has worked on.

Next Meeting: Friday, December 15th,, 11:00-12:00 SM 113A